



ARTHUR MELLOWS VILLAGE COLLEGE



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: SENIOR LIBRARIAN

RESPONSIBLE TO: MEMBER OF SENIOR LEADERSHIP TEAM

LINE MANAGEMENT RESPONSIBILITY: ASSISTANT LIBRARIAN

BUDGET: LIBRARY BUDGET

OVERALL RESPONSIBILITY:

1. To manage an economical, efficient and effective school library.
2. To take responsibility for managing Library resources, including budget and stock control.
3. To line manage the Assistant Librarian.
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education.

SECTION 1 - DUTIES:

Supporting Staff

1. Work with curriculum co-ordinators to develop their schemes of work by identifying resources and equipment that will be of use to them.
2. Assist staff in the delivery of lessons by ensuring equipment is ready for use and that resources are available.
3. Liaise with Heads of Departments to establish priorities for developments in the Resources Area.
4. Assist staff and students seeking information.

Supporting Students

1. Maintain and promote the school's Behaviour policy.
2. Work with individual students in assisting them to select books that match their level of literacy and areas of interest.
3. Support students in their reading or research where appropriate.
4. Supervise study in the Library and encourage positive study habits.
5. Work in a positive way to minimise the incidents of late returns and loss.

Supporting the Curriculum

1. Support the whole school literacy policy and projects.
2. Organise curriculum support including resources for teaching staff.
3. Develop links with other school libraries and the LA library service – thus arranging for a greater variety of resources to be made available to staff and students.

Stock/Resource Management

1. Manage, classify stock and keep records of use of resources in school in order to monitor their use by different areas of the curriculum.
2. Maintain equipment available to staff and students from centrally held resources.
3. Assist in the maintenance of library resources, including ICT hardware.
4. Keep resources in the Library and Resource Centre in good order.
5. Ensure all equipment is serviced regularly.
6. Ensure all books in the Library are protected with appropriate covering.

7. Maintain the stock of videos and ICT software available to staff and students.

Personnel Management

1. Manage the Assistant Librarian and library helpers by constructing a staff timetable that supports the needs of the school.

Promoting the Library

1. Maintain the Library in good order and create/maintain a quiet, controlled atmosphere conducive to study and learning.
2. Work with curriculum co-ordinators to identify opportunities for them and their students to work in, and to create displays for the Library.
3. Receive visitors, including prospective students and parents, and promote the library to them by giving a brief tour of the facilities.

Financial Management

1. Take overall responsibility for the effective use of the budget delegated to the Library.
2. Be responsible for the collection of fines and ensure that the monies are passed to the Finance Department for secure storage.

Pastoral Care

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Support the school's implementation of all current statutory requirements, eg Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the Library.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Continuing Professional Development - Staff

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, eg LAs, outside training agencies, etc.
2. Consider the expectations and needs of other members of staff, and in particular ensure that newly appointed library staff are appropriately monitored, supported and assessed.
3. Ensure that that all teaching personnel are trained in the use of the resources of the Library.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	